

DHHS-CMC Public Board Training 2024

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Purpose of this training

- Ensure that the public board meets the minimum one year training requirement.
- Understand basics of how a public board is supposed to operate.
- Learn any new updated rules or statutes on how public boards are supposed to conduct themselves.
- Grasp the basis of Robert's Rules of Order.

What is a public board?

Open and Public Meetings Act (OPMA) defines a public body as:

Any administrative, advisory, executive, or legislative body of the state or its political subdivisions that:

1. Is created by the Utah Constitution, statute, rule, ordinance, or resolution;
 2. Consists of two or more persons;
 3. Expends, disburses, or is supported in whole or in part by tax revenue; and
 4. Is vested with the authority to make decisions regarding the public's business.
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What is a meeting?

- OPMA defines a meeting as “The convening of a public body or specified body, with a quorum present, including a workshop or an executive session, whether in person or by means of electronic communications, for the purpose of discussing, receiving comments from the public about, or acting upon a matter over which the public body or specific body has jurisdiction or advisory power.”
- Anytime two or more individuals of the board are present it is a meeting.

What is a quorum?

“Quorum” means a simple majority of the membership of a public body, unless otherwise defined by applicable law.

Closed meetings

- A Board may request to have a closed meeting, but the reasons for that are very limited and the actions allowed in the closed meeting are also limited.
- A public body can go from an open meeting into a closed meeting under certain circumstances.
- Title 52-4-205 lists all of the reasons for closing an open meeting.

Notice Requirements:

A public body that holds regular meetings that are scheduled in advance over the course of a year shall give public notice at least once a year of its annual meeting schedule.

Robert's Rules of Order

- “Robert’s Rules of Order for meetings is the general standard for how nonprofit boards, committees and other established groups govern discussions and decision-making. Most nonprofits and groups use Robert’s Rules because it ensures order and creates a ripe environment for productivity.”-Boardeffect.com
- Robert’s Rules cheat sheet.

Tips

- There has to be at least 24-hour notice prior to a public meeting.
 - Be specific with agenda items.
 - A roll call vote is required for all non-unanimous actions.
 - No “old business, new business” meaning items from last meeting that have been resolved cannot be considered new business.
 - “Action taken on items discussed in closed meeting” is not enough.
 - Closed meetings only for allowed statutory purposes and follow the process.
 - Provide minutes in a timely manner.
 - Don’t text during meetings.
 - Receive training once a year.
 - Error on the side of transparency.
 - When in doubt, consult your legal counsel.
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Resources

- [UPM Presentation](#)
- [Robert's Rules of Order](#)
- [Robert's Rules Cheat Sheet](#)
- [Utah Code 52-4](#)

Questions?
